

6.0

Creditor Maintenance

This section will cover the process of creating and uploading a mailing matrix for a new case. This section will also discuss how to add and edit creditors on an existing case.

The matrix is the only document in ECF prepared in a text based format.

1. Creating a Creditor Matrix
2. Uploading a Creditor Matrix
3. Editing a Creditor Matrix
4. Adding Creditors to an Existing Case
5. Domestic Support Matrix

6.1

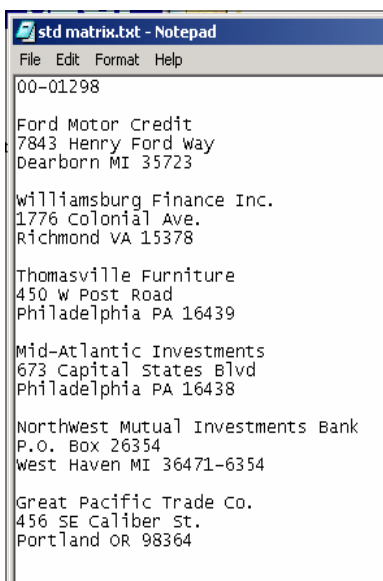
Creating a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix **MUST** be in ASCII form, usually a .txt file, before it can be successfully uploaded.

Creditor Matrix Specifications:

- The case number **MUST** be the first line of the matrix, in standard (YY-NNNNN) format with the hyphen, and separated from the creditor list by a blank line.
- The name and addresses of each creditor must be five lines or less.
- Each line may contain no more than 40 characters, including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- Account numbers or “attention” lines should be placed on the second line of the name/address.
- City, state and ZIP codes **MUST** be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.

Do not include any special characters in your text document. Characters, such as # % & *, etc., are considered illegal and may cause the upload to fail.



A properly formatted matrix file.

STEP 1 When creating your matrix file, be sure that the first line is the case number that this matrix is being filed to. If this number is wrong, you will get an error when uploading the matrix file to the ECF system. Next, each creditor should be separated from the case number and each other by a blank space. The creditors' addresses are basically formatted for a mailing label.

After creating the creditors list in any word processing application (even Word Pad or Notepad, that comes with Windows) you will need to save it as an ASCII text file. Click on File on the Menu bar and then select Save (or Save as)

STEP 2 Enter the File Name then With the Save window up, select the **File Type** that you will be saving the file as. (See Figure 1). If you are using WordPerfect select ASCII DOS Text or for Word select the .txt option. Then click on the [Save] button to save the document in the proper format.

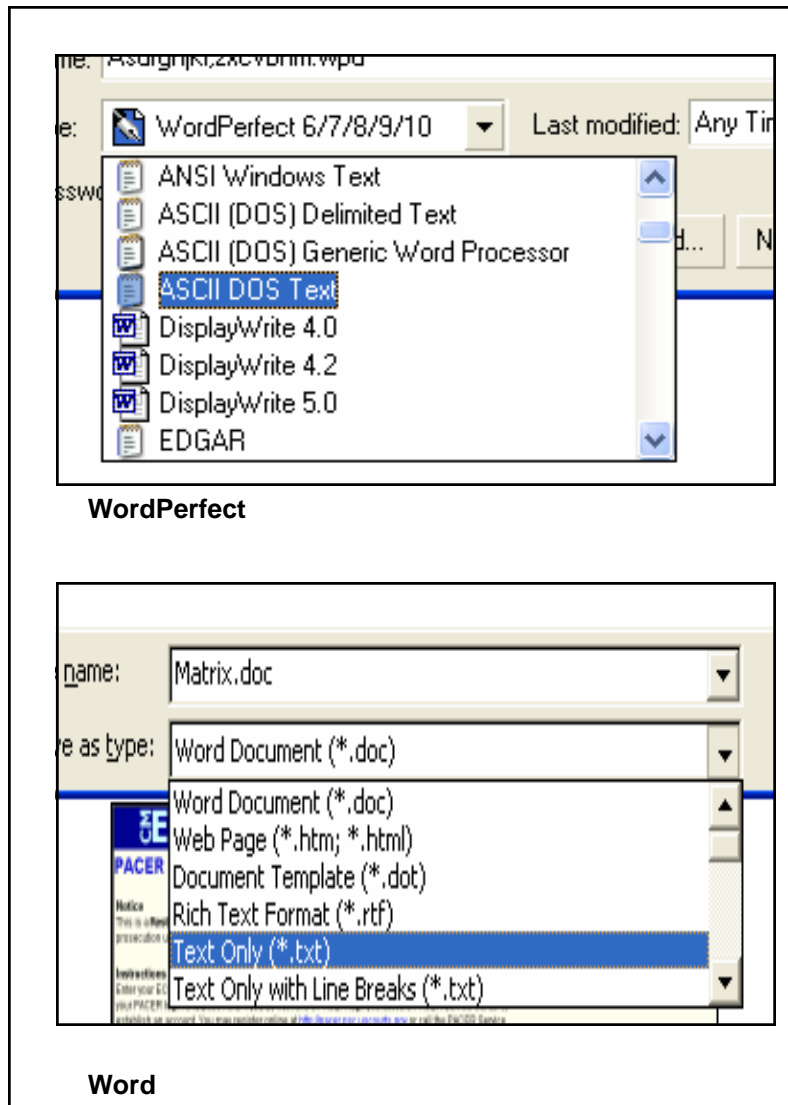


Figure 1

6.2

Uploading a Creditor Matrix

Once you have created the matrix file, you will need to upload the file to the ECF system.

Found: Bankruptcy/Creditor Maintenance/

Reference:

- **Section 2.6 Attaching a PDF Document**
 - **Section 5.1 Creating a Creditor Matrix File**
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STEP 1 Click on the Bankruptcy link on the Main Menu bar. The Bankruptcy Events screen is displayed. Click on the Creditor Maintenance hyperlink and the Creditor Maintenance screen is displayed. Click on the Upload a creditor matrix hyperlink.

STEP 2 The Case Number screen appears. Enter the case number in the standard (YY-NNNNN) format, using the hyphen. Click on the [Next] button to continue.

STEP 3 Refer to section 1.6 if needed to attach your matrix file. **The main difference will be looking for a TXT file instead of a PDF file.** Once you have attached your txt file, click on the [Next] button.

STEP 4 The **Add Creditors** screen will appear next (see figure 1). If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click on the browser's back button and research the error. If the total number of creditors displayed is correct, click on the [Submit] button.

The Creditor Receipt screen displays. This screen is your receipt/confirmation that the creditor matrix has been uploaded successfully to the case.

If you receive an error message after submission, check the case and make sure all creditors were added. If all your creditors did not upload, contact the court.

You can click on the Return To Creditor Maintenance Menu and repeat steps 5 though 8 if you have additional matrixes to upload.

The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue header bar. On the left side of the header is the CM/ECF logo. On the right side of the header are the words 'Bankruptcy' and 'Adversary' separated by a dot. Below the header, the main content area has a yellow background. It starts with the text 'Add Creditor(s)' in blue. Below that, it says 'Total Creditors Entered 6'. At the bottom left of the yellow area is a grey button with the word 'Submit' in black text.

Figure 1

6.3

Editing a Creditor Matrix / Amending a Matrix (No Fee)

If your creditor appears on the matrix, but the creditor address is incorrect, **you will need to edit the address.**

Currently, you are not allowed to add a new creditor to a case through the creditor maintenance event. You will need to file an Amended matrix and/or schedules to add a creditor to an already existing case.

Reference:

- **Section 5.14 Proof of Claim**
- **Section 6.4 Adding Creditors to an Existing Case**

To Edit a Party Address:

STEP 1 Select the Creditor Maintenance category from the main Bankruptcy menu. Then select Edit Creditors.

STEP 2 Enter the case number and the party search criteria. You can enter in a whole name or the first two letters to return your desired creditor. You can also leave the Enter name of creditor field blank. This will bring up the complete list of creditors. When done with this screen, click on the Next button.

STEP 3 If you left the Enter name of creditor field blank, you will get a drop down field (Edit Creditor) with the entire creditor list available. Select your creditor from the list and click on next. If you entered something into the Enter name of creditor field, then you will get that creditor in the edit creditor drop down list. Click on next.

STEP 4 Edit the record as necessary and select [Submit] to submit changes.

The screenshot displays a web form for editing a creditor record. At the top, it shows the 'Case number' as '06-20261 Steven Craigson'. Below this, a text area for 'Name and Address' contains the following information: 'NorthWest Mutual Investments Bank', 'P.O. Box 26354', and 'West Haven MI 36471-6354'. Above the text area, a note states 'Name may be 50 characters. Address may be 5 lines, 40 characters each'. Below the text area, there is a 'Creditor type' dropdown menu set to 'Creditor'. Underneath, the 'Creditor committee' section has two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'Submit' and 'Clear'.

6.4

Adding Creditors to an Existing Case

When adding creditors to an existing case, after the original matrix has been filed, the process will depend upon whether you are counsel for the debtor or creditor in the case.

If you are a debtor's counsel, to add a creditor, you will need to file an amended matrix. When filing an amended matrix, only include the new creditors, do not attach the original matrix with the new creditors. Just the new additions. Also, the traditional cover sheet available at the counter, does not need to be included electronically. You may include a certificate of mailing with the amended creditors, or use your own word processor version of the traditional cover sheet. Refer to section 5.3 for more information on amendments.

If you are counsel for the creditor in the case, you will need to file at least a **Creditor's Request for Notice**. The court will add the creditor and address shown in the Notice to the matrix for the case.

If the request to add a creditor is being filed in order to file a **Proof of Claim** for your client, it is acceptable to attach the claim when the browse screen appears, rather than a notice with the creditor's address. The clerk's office will add the creditor to the matrix and enter your claim for you. The claims docket will reflect the date the **Creditor's Request for Notice** was filed.

The creditor can be added a number of ways:

- Notice of Appearance of Counsel and Request for Notice
- Creditor Request for Notice
- Amended schedule (fee)
- Amended matrix (fee)
- Amended Matrix and Amended Schedules (fee)

Reference:

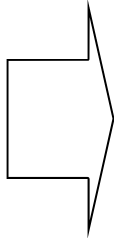
- **Section 5.3 Amendments**
- **Section 5.14 Proof of Claim**
- **Section 6.3 Editing a Creditor Matrix/Amending a Matrix (No Fee)**

You can use the above listed events to add creditors to a case. Even though the events may be different, the process for adding creditors are the same. We will jump into the section that where creditors are added to the case. For a complete overview of the process from start to finish, refer to **Section 5.10 Notice of Appearance and Request for Notice**.

This is where you will add your party to the matrix (see figure 1). To add a new creditor, place a checkmark in the add new creditor box. Click on Next.

Figure 1

**At this point,
you will be
adding your
creditor to the
matrix.**



Case 06-20261 already contains creditors!

☐ Add new creditor(s)

Next Clear

**TRA
datab**

Enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type Creditor

Creditor committee ☒ No ☐ Yes

Next Clear

6.5

Domestic Support Matrix

In accordance with the Reform Act, the Bankruptcy Court has created a new event to provide for the electronic filing of the domestic support matrix. ECF users will find the new event under the **Debtor Events** category and the **Other** category. The event is appropriately titled **Domestic Support Matrix**. The matrix is submitted as a PDF file.

Once received, the domestic creditors will be added to the case by court staff, during the quality control process.

The designation of Domestic Support Creditor has been added as a Creditor Type. As you can see from figure 1 below, the domestic support creditor is clearly identified on the Creditor report, under the Query menu option, as a (domestic) creditor.

A full report of designated Domestic Support Creditors, can be run by selecting the appropriate creditor type under either the Query or Reports menus (figure 2).

Found: Bankruptcy/Other

Reference:

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Creditors	
Belinda Carlise 1246 South 4000 West West Valley City, UT 84014 <i>Last update: 10/13/2005</i>	(domestic)
Citi bank ND 1111 SL:CVLSD, UT 84111 <i>Last update: 09/27/2005</i>	(cr)
Dave Searcy 3189 N 4100 W P.O. Box 111111, UT 84111	(cr)

Figure 1

Mailing Matrix by Case

Case number

2-05-bk-20015

☐ All

Select ALL participants for case

OR

Select any combination of the following

Participants

3rd Party Plaintiff

3rd Pty Defendant

☐ Judge

☐ US Trustee

Special mailing group

0

☐ Attorneys

☐ Trustee

Creditors

20 Largest Unsecured Creditors

Domestic Support Creditor

Limited Notice

☐ Debtor's attorney(s)

Print format

1 column

2 columns

3 columns PDF

Next

Clear

Figure 2

